

## COVID-19 Facility Notification Letter

DATE

Dear Parents or Guardians:

A case of COVID-19 was identified in a person who could possibly have spread the virus while attending [Facility Name]. The childcare center takes actions to limit the spread of the virus by separating different classrooms as much as possible. Although this person was not in your child's classroom, in group settings some people may still come into contact with the virus and become ill. Those with COVID-19 can spread the virus to others up to two days before they have symptoms and after their symptoms have improved. Therefore, it is important that steps be taken to stop further spread and ensure the safety of those who might be at risk of a bad infection with COVID-19.

Please follow these steps to help you take the proper actions to protect your family and others:

- Monitor your child for any of the following symptoms through [date 10 days after last day the case was in childcare]:
  - Fever
  - Chills
  - Fatigue
  - New or worsening cough
  - Headache
  - Congestion, runny nose
  - Loss of taste or smell
  - Sore throat
  - Nausea, vomiting, diarrhea
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
- Keep your child home if they are showing these or any other symptoms that cause concern. Also:
  - Call your doctor to let them know your child may have been exposed to COVID-19. Your child may need to get tested for COVID-19 in order to return to childcare.
  - Keep your child separated from other people as much as possible until it can be determined if the symptoms are likely from COVID-19 or not.

The childcare center has been asked to take the following steps:

- Exclude from attendance children who shared a classroom or had other close contact with the ill person until they are determined to no longer be at risk of COVID-19 from this exposure.
- Closely watch the children who continue to attend each morning and throughout the day for symptoms. Any ill children will be separated from the rest of the group immediately and will be evaluated.
- Clean the facility according to Centers for Disease Control and Prevention (CDC) guidelines before reopening.

The **DHEC Care Line** is available from 8 a.m. to 6 p.m. Monday through Friday to answer any questions you may have at: **1-855-4-SCDHEC (1-855-472-3432).**